

# **Request for Quote**

## **Host, Design and Maintain The City of Pleasant Hill Web Site**

**City of Pleasant Hill, California  
1 September 2006**

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### **Purpose and Objectives**

The City of Pleasant Hill solicits vendors for a Request for Quote (RFQ) from qualified contractors to design, implement and host a Web Site for the City of Pleasant Hill. This system is intended to achieve the following goals:

- **High bandwidth.** Capacity of handling video applications and graphics for multiple access to the public. Minimum speed is full T1 to the internet.
- **Hosted Facility.** Offers the highest level of redundancy in servers and back-up power.
- **Scalable.** Must have sufficient disk space at all time and room for new applications for expansion.
- **High levels of reliability.** Deliver 99.99% uptime.
- **Agendas.** Providing agendas to the public past and present.
- **Staff Information.** Providing staff information.
- **Project Information.** Information of projects.
- **Bids.** Providing information of bids. (RFQ, etc)
- **Budget.** Providing information on the City Budgets.
- **Links.** Links to other web sites.
- **E-mail.** Contact Council and key personnel. Forms required on site for comments and drop down menu for contacts.
- **Information.** Other information to the Public as deemed necessary by the City of Pleasant Hill. All current information must be provided as in the current web site ([www.ci.pleasant-hill.ca.us](http://www.ci.pleasant-hill.ca.us)) and the Police Website ([www.pleasanthillpd.com](http://www.pleasanthillpd.com)).
- **Web look.** This web site will not remain constant and changed on a format approved by the City of Pleasant Hill yearly.
- **Forms.** Provide downloadable and printable forms. (see current website [www.ci.pleasant-hill.ca.us](http://www.ci.pleasant-hill.ca.us))
- **Combine two web sites into one.** [www.ci.pleasant-hill.ca.us](http://www.ci.pleasant-hill.ca.us) and [www.pleasanthillpd.com](http://www.pleasanthillpd.com).

### **1.1. Contact Information**

The City of Pleasant Hill has designated James Ziegelman to be responsible for coordinating communications between City of Pleasant Hill and potential contractors. He may be contacted at:

City of Pleasant Hill  
100 Gregory Lane  
Pleasant Hill, CA 94523  
925 671-5236

## **1.2. Quote Submittal Instructions**

Vendors are to submit 1 electronic copy in 1 document to [itmanager@ci.pleasant-hill.ca.us](mailto:itmanager@ci.pleasant-hill.ca.us)

In addition, 2 originals of the proposal on or before 17:00 on October 30<sup>th</sup> 2006 to:

James Ziegelman  
City of Pleasant Hill  
100 Gregory Lane, Pleasant Hill  
California 94523

All quotes should be clearly marked "Quote for City of Pleasant Hill Web Site"

It will be the sole responsibility of the vendor to have their quotes delivered to the City of Pleasant Hill before the closing hour and date. Late quotes will not be considered and will be returned unopened to the sender.

Quotes having any erasures or corrections must be initialed in ink by the vendor. The proposal must contain the signature of the duly authorized officer of the Submitter and must be signed in ink.

All costs incurred by the vendor in preparing the proposal, or costs incurred in any other manner by the vendor in responding to this proposal will be wholly the responsibility of the vendor. All materials and documents submitted by the vendor in response to this specification become the property of the City of Pleasant Hill and will not be returned to the vendor.

Any proprietary information contained in the proposal should be so indicated.

## **2. General Conditions and Instructions to Proposers**

### **2.1. *Proposal Format***

To enable the reviewer(s) to fairly evaluate each quote, the Submitter will use the following proposal format:

#### **Cover Letter**

A one-page cover letter, signed by an authorized representative of the Submitter, must be included in the submittal. It must contain the name and address of the corporation or business submitting the proposal, as well as the name, address, telephone number, and title of the person authorized to represent the Submitter.

#### **Contents**

##### **1. *Executive Summary***

The vendor will describe its approach to the installation of systems of this kind and identify any unique or distinctive features of the system that the vendor wishes the evaluation committee to give particular attention.

##### **2. *System Description***

The vendor will provide a clear and complete description of the proposed system and proposed samples of the web site. The description will be sufficient to enable the evaluation committee to determine that the proposal satisfies the RFQ requirements and meets the needs of City of Pleasant Hill.

##### **3. *Vendor Qualifications***

The vendor will provide a brief description of its company and company history. The vendor will also provide a list of past projects that the vendor believes qualifies it to undertake the City of Pleasant Hill's project.

#### **2.1.1. System Parameters**

The system proposed will be low maintenance and will require constant configuration changes by the end users.

#### **2.1.2. System Capacity and Scalability**

The vendor shall make clear how the system provides an expansion path for potential expansion of the area of service.

The system shall provide high bandwidth capacity to multiple customers.

The vendor shall describe what is required to expand capacity beyond the proposed solution.

#### **2.1.3. Reliability and Fault-tolerance**

The system shall offer high levels of reliability and deliver 99.99% network uptime within the coverage area.

The system as proposed must provide protection against local environmental disrupters and resiliency for interference. This protection must operate automatically and not require manual intervention.

#### **2.1.4. Network Topology**

Vendor shall specify the network topology of the proposed system. Identify operating system, equipment and type of connection to the internet.

#### **2.1.5. System Training**

Vendor shall provide adequate training to City staff on all functions of the web site, including but not limited to updating information, routine maintenance, and changes to web pages and content

#### **Note:**

The City of Pleasant Hill requires vendors who work in Pleasant Hill to have a City Business License.